

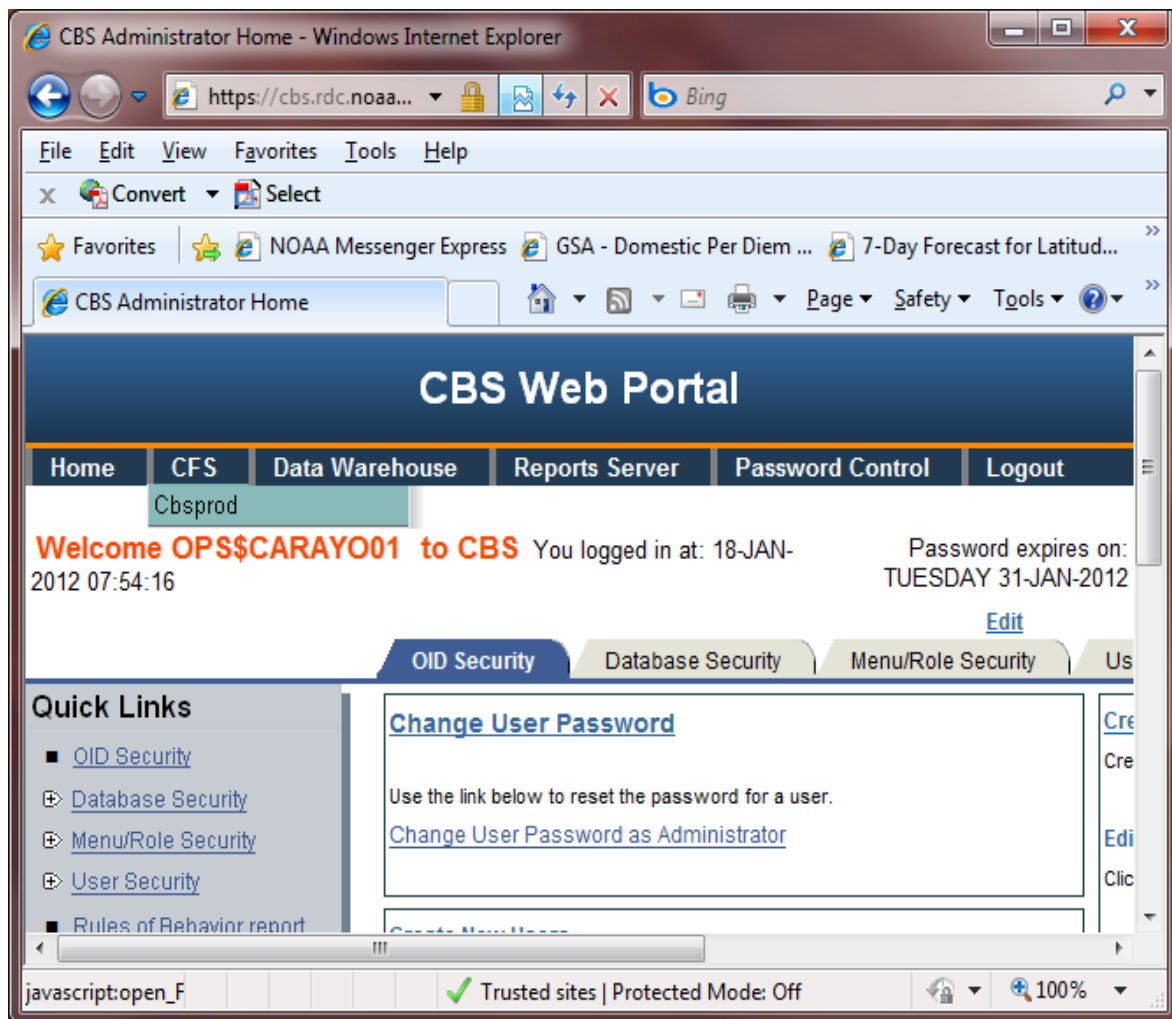
Recertifying Your CBS Access

1. Log into the NOAA CBS Web Portal at:

<https://cbs.rdc.noaa.gov/cbs/cbslogin.jsp>

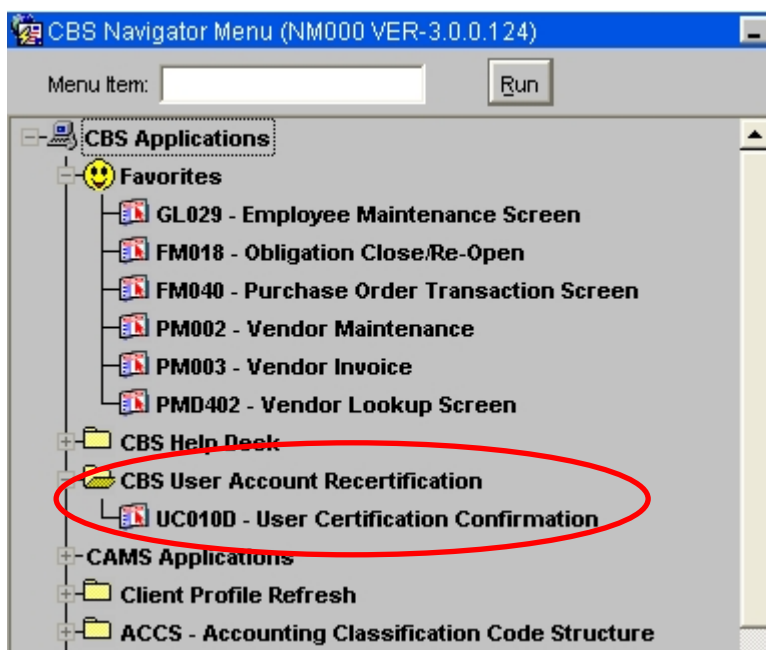
Users must use Internet Explorer (IE), version 9-11, as their browser when accessing the CBS system. Your PC, laptop, or MAC will also require the java platform version 1.8.66. Higher versions of Java are not recommended! Note: IE version 11 is 32 bit and will require java version 1.8.66, 32 bit. **Also, a registered CAC card or an RSA token is necessary for the two factor authentication.**

2. Access the Navigator Menu via **CFS**, then click on (**Cbsprod**), or via **Data Warehouse**, then click on the (**Dwprod**) link. **If you have access to both CFS and Data Warehouse, you will only need to recertify one time and can use either menu option.**



3. On the Navigator Menu tree:

- a. Click on the **CBS User Account Recertification** folder
- b. Double click on the **UC010D, User Certification Confirmation** Screen.



4. When the screen opens, it will automatically be populated with your name and user account information. All CBS application roles assigned to your account will be displayed and the **Required?** Field will automatically default to **Y**. (See screen print below.)

The screen print shows a 'User Certification Confirmation' window. It contains the following fields and sections:

- Employee Number:** 1558
- User Account/Name:** OPSSALLELG01 | ELGIN, ALLISON A
- Date Recertified:** [Empty] **By:** [Empty]
- Notes:** [Empty]
- Fiscal Year:** 2015
- System ID:** CBS
- Version:** 0
- Recert End Date:** 30-JAN-2015
- Application Role Table:**

Application Role	Required?
CFS AR BILLING SPECIALIST	Y
CFS AR SUPERUSER	Y
CFS PRS ADMINISTRATION	Y
COST ADJUSTMENT	Y
CPCS PROCUREMENT (AGO)	Y
- Non-Disclosure Agreement:** View Document button, Accept checkbox, Decline checkbox
- Please Specify Your User Type:** [Dropdown menu]
- Select Supervisor Name/E-Mail:** [Text field] (Last Name, First Name Middle Name)
- Instructions:** Upon completion of this certification, the supervisor selected above will be asked to confirm the account holder's access. By selecting the "Certify" button, you acknowledge that you are the person identified as the User Account/Name and that you require the Application Roles as indicated in the "Required" column and certify that all other information provided is accurate.
- Buttons:** Certify, Exit

- a. Review each role and determine if your access is still required. If yes, make no changes to that line. If no, change the Y in the **Required?** Field to an N.

Click on the View Document button to read the NOAA Non-Disclosure Agreement. Click Accept if you accept the terms of the agreement. Click Decline if you do not.

Note: In order to retain access to the CBS applications, you must accept the terms of the NOAA Non-Disclosure Agreement.

Non-Disclosure Agreement for System Access

As an employee or contractor of the Department of Commerce (DOC) with access to the National Oceanic and Atmospheric Administration (NOAA) Commerce Business Systems (CBS), you are required to be aware of, and comply with all applicable laws, regulations, not limited to the Privacy Act of 1974, Computer Fraud and Abuse Act of 1988, DOC Policy on Password Management, NOAA Information Technology (IT) Security Policy, and the NOAA Rules of Behavior. All users must complete the IT Security Awareness Training course every year to obtain and/or continue access to NOAA IT resources.

The CBS is an integrated financial management system intended to assist bureaus in complying with sound federal accounting practices. The CBS is a collection of administrative / management systems that are integrated with the Core Financial System (CFS). The administrative systems include budget information, requisitions and procurement, time reporting, personnel and payroll, property, purchase card, travel and grants. The CFS modules include Data Warehouse, Labor Distribution, General Ledger, Cost Accumulation, Budget Execution and Funds Management, Accounts Receivable, Accounts Payable and other standard interfaces.

The information and data, if disclosed to unauthorized sources, could violate the Privacy Act, OMB M06-16 (PII) and/or result in financial loss or adverse legal actions.

I hereby consent to this agreement in consideration for my being granted conditional access containing *sensitive but unclassified information, personally identifiable information and privacy act information* concerning financial, acquisition, travel, human resources, real or personal property, budget and other areas. Information may be in the form of system data, files and records, contract data, analyses, memos, meeting content, conversations, or any other form. I understand and agree to the following terms and conditions:

I will only access, or attempt to access, *sensitive but unclassified information* systems for which I am granted conditional access authorization and have a "need to know/access".

I will not divulge my password(s) or share them with any other person.

I will not disclose or extract any confidential data, Privacy Act / PII data, employee information, or bureau specific *sensitive but unclassified information* which could adversely affect the Government's interest or the privacy to which individuals are entitled.

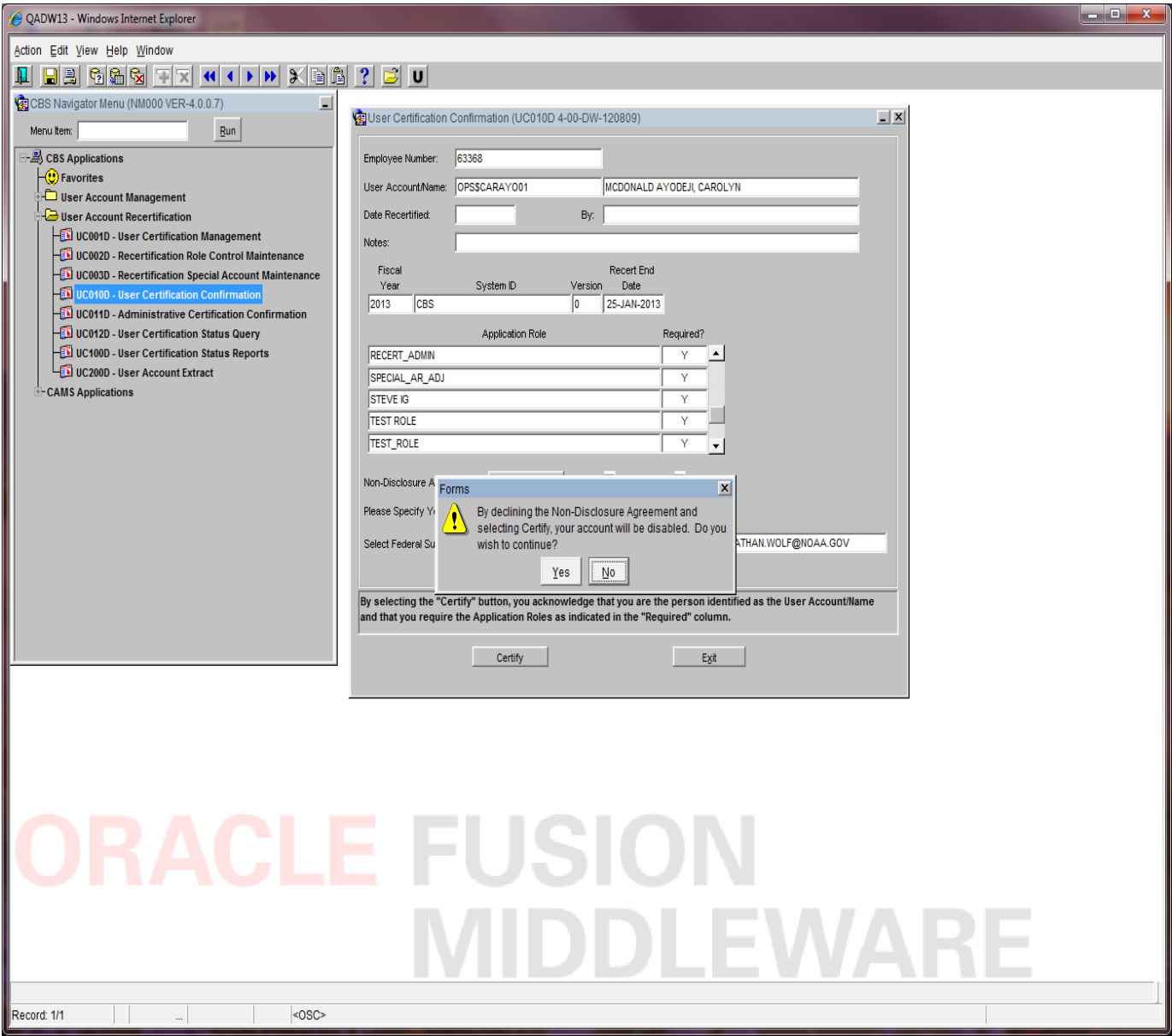
I will not use, release, or disclose any *sensitive but unclassified information*, in any form whatsoever, to any person or entity other than authorized individuals without written authorization. *Note: Individuals providing services under contractual arrangements cannot share information with their company/organization nor with any other external individual, corporation, business, or organization.*

I will protect *sensitive but unclassified information* in accordance with the provisions of the Privacy Act, OMB M06-16 (PII) and other pertinent laws and regulations governing the confidentiality of privileged information. If I become aware of any improper use, extract, release or disclosure of Privacy Act / PII data or non-public information, I will advise NOAA management and complete the NOAA IT Security Incident Reporting Form as soon as possible. *Note: Contractors are required to provide a copy of this User Agreement to their employers to ensure that they are aware of non-disclosure responsibilities.*

I understand that any unauthorized use, release or disclosure of non-public information in violation of this agreement may subject me to administrative actions that range from a verbal or written warning, removal of system access, reassignment of duties, and/or termination of employment or contract, depending on the severity of the violation.

August 2008

If you choose to decline the Non-Disclosure agreement you will receive the message shown below. If you declined in error, click “No.” Otherwise, click “Yes” to continue.



5. Enter your User Type (e.g., Employee, Contractor, etc.) using the list of values. To get a list of values, click on the down arrow that is located to the right of the User Type field.
6. Select your Federal Supervisor by entering the last name and pressing enter or from the list of values by double clicking in the field or using the F9 key on the keyboard. For common last names that may generate a large list, use the Up and Down Arrow keys on your keyboard to scroll through the list of names. If your supervisor's name is not on the list, search for and select Supervisor Not Listed, and then manually type your supervisor's email address into the E-Mail field. All email addresses must be from a .gov account, i.e. Jesse.Miller@noaa.gov

User Certification Confirmation (UC010D 4-01-DW-140310)

Employee Number: 1558

User Account/Name: OPSSALLELG01 ELGIN, ALLISON A

Date Recertified: By:

Notes:

Fiscal Year	System ID	Version	Recert End Date
2015	CBS	0	30-JAN-2015

Application Role	Required?
DW GENERAL/FMC BUSINESS AREA	Y
HELP DESK ROLE	Y
NDW ADMINISTRATOR	Y
NM ROOT ROLE	Y
NOAA REPORTING DASHBOARD-ARRA EXECUTIVE	Y

Non-Disclosure Agreement: [View Document](#) ☒ Accept ☐ Decline

Please Specify Your User Type: Federal Employee

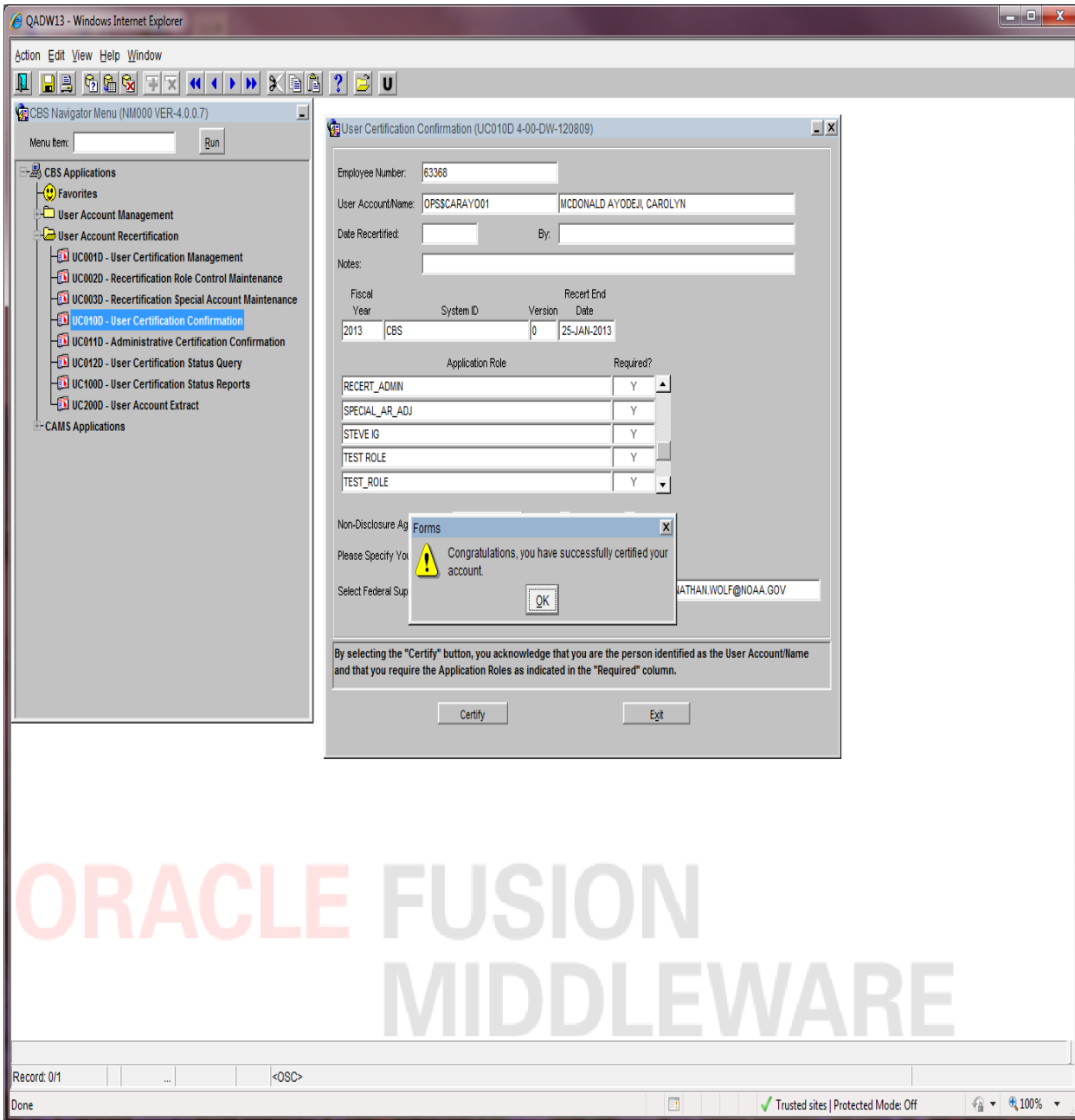
Select Supervisor Name/E-Mail: HOFFACKER, AMY AMY.HOFFACKER@NOAA.GOV
(Last Name, First Name Middle Name)

Upon completion of this certification, the supervisor selected above will be asked to confirm the account holder's access.

By selecting the "Certify" button, you acknowledge that you are the person identified as the User Account/Name and that you require the Application Roles as indicated in the "Required" column and certify that all other information provided is accurate.

Certify Exit

7. Click on the Certify button to certify your access. Once you click the Certify button, you have completed the recertification process for the current fiscal year, and you will receive a confirmation via a pop-up that states, **"Congratulations, you have successfully certified your account."** Click on the **OK** button and the form will be populated with the actual recertification date and the certify button will be grayed out.



At this time, your specified supervisor will receive an email requesting approval of your access that was certified. A sample of the email, which will be sent to the supervisor, can be viewed below.

FROM: Audit.CBSACCESS@NOAA.GOV

**SUBJECT: Review of CBS Account Recertification Reminder - ACTION REQUIRED TO RETAIN ACCESS
OPS\$FARLAS01**

Faran Lasin has identified you as the supervisor to review and approve or disagree with the CBS access he/she recertified as necessary to perform their job.

Please confirm that this user still requires the following access:

USER_ROLE_LIST (list of role(s) the user currently has linked to their profile)

If you have questions regarding the above roles please check with your user, who can explain how these roles relate to their duties.

ACTION REQUIRED:

If the access recertified is correct, PLEASE FORWARD THIS E-MAIL to CBSRecertApproved@noaa.gov.

If the access is NOT appropriate for this user's job function or you are not their supervisor, PLEASE FORWARD THIS EMAIL immediately to CBSRecertChange@noaa.gov. This is required to ensure the proper level of CBS access can be established for this user. Please indicate which access should be changed / removed.

Information regarding the supervisory review of CBS Account Recertification can also be found at <http://www.corporateservices.noaa.gov/finance/recertify%20my%20access.html>.

NOTE THAT IF NO RESPONSE IS PROVIDED, THE USER'S ACCOUNT WILL BE DISABLED UNTIL SUPERVISORY APPROVAL IS RECEIVED.

The Certification Confirmation screen will remain available to users for review and confirmation, throughout the recertification period, after you have successfully certified your CBS/DW access.

User Certification Confirmation (UC010D 4-01-DW-140310)

Employee Number: 1558

User Account/Name: OPS\$ALLELG01 ELGIN, ALLISON A

Date Recertified: 28-JAN-2015 By: ELGIN, ALLISON A

Notes: FY15 Certification Successful

Fiscal Year	System ID	Version	Recert End Date
2015	CBS	0	30-JAN-2015

Application Role	Required?
CFS AR BILLING SPECIALIST	Y
CFS AR SUPERUSER	Y
CFS PRS ADMINISTRATION	Y
COST ADJUSTMENT	Y
CPCS PROCUREMENT (AGO)	Y

Non-Disclosure Agreement: View Document ☒ Accept ☐ Decline

Please Specify Your User Type: Federal Employee

Select Supervisor Name/E-Mail: HOFFACKER, AMY AMY.HOFFACKER@NOAA.GOV
(Last Name, First Name Middle Name)

Upon completion of this certification, the supervisor selected above will be asked to confirm the account holder's access.

By selecting the "Certify" button, you acknowledge that you are the person identified as the User Account/Name and that you require the Application Roles as indicated in the "Required" column and certify that all other information provided is accurate.

Certify Exit